September 1965

SELECTED RECORDS MANAGEMENT GUIDES AND STANDARDS

1. COST TO KEEP AND SERVICE 1 CUBIC FOOT (ONE HALF OF A LEGAL SIZE SAFE FILE DRAWER) OF RECORDS IN OFFICE SPACE FOR ONE YEAR $ 59.15 ~~55.98~~

   (See Records Administration Staff For Details)

2. COST TO KEEP AND SERVICE 1 CUBIC FOOT OF RECORDS IN AGENCY RECORDS CENTER FOR ONE YEAR $ 1.78

   (See Records Administration Staff For Details)

3. WHEN THE REFERENCE RATE TO FILES IS NO MORE THAN ONCE PER FILE DRAWER PER MONTH, THE RECORDS SHOULD BE TRANSFERRED TO THE RECORDS CENTER FOR STORAGE. (National Archives and Records Service)

4. NUMBER OF PIECES OF PAPER PER CUBIC FOOT (ONE HALF OF A LEGAL SIZE SAFE DRAWER) 2,000

   (National Records Management Council; Harvard Business Review)

5. AVERAGE WHITE COLLAR WORKER CREATES 2,000 PIECES OF PAPER (ONE CUBIC FOOT OF RECORDS) PER YEAR.

   (National Records Management Council)

6. COST TO CREATE ONE CUBIC FOOT OF RECORDS $2,090.75

   (See Records Administration Staff For Details)

7. THE OVERALL AVERAGE COST OF A MISFILED PAPER IS $ 61.23

   (Records Controls, Inc., Management Consultants; National Records Management Council)

8. ESTIMATED NUMBER OF MISFILES AVERAGES FROM 1% TO 5% AND 1% IS CONSIDERED NORMAL.

   (Records Controls, Inc.)

9. COST TO MICROFILM ONE CUBIC FOOT OF RECORDS $ 30.00
   THE SAME RECORDS CAN BE KEPT IN RECORDS CENTER SPACE FOR 71 YEARS FOR $ 29.82

   (See Records Administration Staff For Details)

10. THE COST OF PROCESSING AND FILING FORMS IS MORE THAN 20 TIMES THE COST OF PRINTING FORMS.

    (National Records Management Council 1957)

11. AVERAGE NUMBER OF 3 x 5 CARDS PER INCH 100

12. A FILE GUIDE CARD SHOULD BE USED FOR APPROXIMATELY EVERY 5-10 NAME FOLDERS. THIS DECREASES FILING AND FINDING TIME APPROXIMATELY 10%.

13. A GUIDE CARD SHOULD BE USED FOR APPROXIMATELY EVERY 25 CARDS
(3 x 5; 4 x 6; 5 x 8;).

14. NUMBER OF TABULATING CARDS PER CUBIC FOOT   10,000

15. NUMBER OF 3 x 5 CARDS PER CUBIC FOOT   12,000

16. NUMBER OF 4 x 6 CARDS PER CUBIC FOOT   6,000

17. NUMBER OF 5 x 8 CARDS PER CUBIC FOOT   4,800

18. FLOOR SPACE REQUIRED FOR FILING CABINETS

        A.   LEGAL SIZE - 8 SQ. FT.
        B.   LETTER SIZE - 6 SQ. FT.

    (Includes Working Space and Aisles)

19. FILE CABINETS SHOULD BE ARRANGED IN FACING ROWS WITH A DESIRED AISLE
OF 3½ FEET; IN NO INSTANCE SHOULD WIDTH OF AISLE BE LESS THAN 3 FEET.

20. SHELF FILING, IN GENERAL, HAS THE FOLLOWING ADVANTAGES OVER FILING IN
CONVENTIONAL FILING CABINETS AND SAFES:

A. IT REQUIRES ABOUT 50% LESS SPACE.
B. IT IS ABOUT 50% CHEAPER.
C. REFERENCE RATES (FILING AND FINDING) ARE ABOUT 30% FASTER.

21. SEVEN LETTERS OF THE ALPHABET (B; C; G; H; M; S; W;) COMPRISE 53% OF
A NORMAL NAME FILE.

22. FILE NOTHING BEFORE SOMETHING:

        BROWN, A Through Z
        BROWNE, A Through Z

23. MOST RECORDS OVER 4 YEARS OLD WILL BE REFERRED TO LESS THAN ONCE A
MONTH PER FILE DRAWER.

    (National Archives And Records Service, G.S.A.)

24. AT LEAST ONE HALF OF AN AGENCY'S RECORDS CAN BE MOVED FROM HIGH COST
(OFFICE) SPACE TO LESS COSTLY (RECORDS CENTER) SPACE.

    (National Archives And Records Service, G.S.A.)

25. FILES SHOULD BE CUT OFF PERIODICALLY SO AS TO MAKE THEIR RETIREMENT
OR DISPOSAL AS EASY AS POSSIBLE.

    (NARS, G.S.A.)

26. STANDARDS FOR FILING OPERATIONS

A. SORTING MANUALLY FOR ALPHABETICAL FILING - 200 PER HOUR
B. SORTING MANUALLY FOR NUMERICAL FILING - 250 PER HOUR
C. FILING MANUALLY FOR ALPHABETICAL FILES (CARDS) - 150 PER HOUR

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    D. FILING MANUALLY FOR NUMERICAL FILE (CARDS) - 200 PER HOUR
    E. WRITING OUT CHARGE CARDS FOR REQUESTS - 80 PER HOUR
    F. FILE REFERENCE - ALPHABETIC (NAME) - 60 PER HOUR
    G. FILE REFERENCE - ALPHABETIC (SUBJECT) - 40 PER HOUR
    H. FILE REFERENCE - NUMERIC - 40 PER HOUR
    I. SORTING ENVELOPES BY CITIES AND TOWNS - 2000 PER HOUR

27. LOOSE FILING, PLACING DOCUMENTS IN FILE FOLDERS UNFASTENED, RESULTS IN FROM 25% TO 50% INCREASE IN FILING EFFICIENCY.

28. IT COSTS $2.00 TO PRODUCE THE AVERAGE DICTATED LETTER, THE SAME LETTER CAN BE PRODUCED FOR FIFTEEN CENTS BY USING A FORM LETTER.

    (National Records Management Council)

    PREPARED BY RECORDS ADMINISTRATION STAFF

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